



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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May 29, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add six (6) new classifications, to reclassify 335 positions to implement the results of various classification studies, and to make a salary change.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B, and C). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Public Health Medical Director

In conjunction with the establishment of the Department of Public Health in 2006, we are recommending a reclassification of a Chief Physician II position to a Chief Physician III to recognize its functional role as medical director for the department (Attachment B).

Health Facilities Evaluator Study

Three (3) nursing classes for the Health Facilities Evaluation (HFE) Group are being established in the County Classification Plan (Attachment A), and all 122 positions in the Department of Public Health are being recommended for reclassification to these new classes (Attachment B). The new classes will recognize the required training and experience possessed by certified Registered Nurses assigned to perform or to supervise the performance of those who survey, investigate, and inspect hospitals, skilled nursing facilities, and related health care facilities to enforce Federal, State, and local licensing and certification requirements relating to the quality of medical care provided to patients. Approximately 20 of these newly reclassified positions will be frozen for current incumbents holding the payroll titles Health Facilities Evaluator I, II, or III who are not Registered Nurses.

A series of consultations were held with union representatives regarding the inclusion of these classes in the Nursing Pay Plan which culminated in an open forum presentation and discussion at the May 1, 2007 Board meeting. In consideration of these events and the fact that these classes will be subject to the Nursing Pay Plan (April 1, 2007 effective date), an April 1, 2007 effective date for the new HFE classes and reclassifications is recommended. Once the HFE classifications are approved by your Board, they are subject to accretion to Local 721 and possible meet and confer obligations.

Respiratory Care Practitioner Study

Three (3) non-supervisory classes in the Respiratory Care Practitioner (RCP) Group are being established to reflect the complexity of duties and responsibilities associated with the acuity level of the patient population served (Attachment A). As part of this study, salary adjustments for the existing represented classes of Supervising Respiratory Care Practitioner and Head Respiratory Care Practitioner are also being recommended, and have been preliminarily approved by Local 721. The recommended compensation for these new and existing RCP classes better aligns to that which is found within both the public and private sectors. In addition, 212 represented RCP positions throughout the Department of Health Services are being recommended for reclassification. It is anticipated that these actions will facilitate the recruitment and retention of skilled respiratory care staff, and reduce reliance upon contract agency personnel. Once all incumbents of the current non-supervisory represented classes have vacated their positions, these classes will be recommended for deletion from the bargaining unit and from the County's Classification Plan.

New Classes

As referenced earlier, six (6) classes are being recommended for establishment in the County Classification Plan to better serve departmental needs (Attachment A).

Reclassifications

Three hundred thirty-five (335) positions in two (2) departments are being recommended for reclassification (Attachments B and C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Salary Change

A salary increase of 3.75% (15 levels) is recommended for the class of Capital Projects Program Manager, Public Works to restore its historical relationship with the class of Principal Engineer. Further, this action will again recognize that the Capital Projects Program Manager, Public Works acts as an assistant division head as compared to the Principal Engineer.

FISCAL IMPACT/FINANCING

The projected budgeted cost resulting from these actions is estimated to total \$3,295,566 (all funds). Net County cost is estimated to be \$496,356. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Approvals

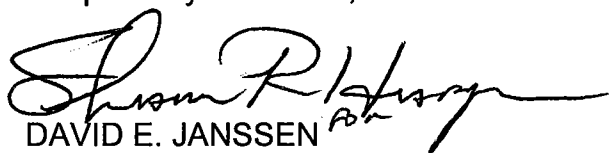
- Appropriate consultations have been conducted with the impacted employee organizations. Additionally, an amendment to Memorandum of Understanding for the Head Respiratory Care Practitioner and the Supervising Respiratory Care Practitioner classes will be forthcoming for your Board's approval to reflect the salary structure revisions described earlier.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a stylized flourish at the end.

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH:WGL
PHG:VMH:KP:mst

Attachments (3)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code.

Savings/ Health Plan	Item No.	Title	Salary Schedule & Level
Options	5707	Health Facilities Evaluator, Nursing	N21
Options	5590	Lead Respiratory Care Practitioner	85L
Options	5588	Respiratory Care Practitioner	80L
Options	5708	Senior Health Facilities Evaluator, Nursing	N21
Options	5589	Senior Respiratory Care Practitioner	83L
Options	5709	Supervising Health Facilities Evaluator, Nursing	N21

SALARY CHANGE FOR NON-REPRESENTED CLASS

Item No.	Title	Current Salary Schedule & Level		Recommended Salary Schedule & Level	
4143	Capital Projects Program Manager, Public Works	04/01/2007	109E	04/01/2007	109E
		01/01/2008	110F	07/01/2007	110J
		01/01/2009	111G	01/01/2008	111K
				01/01/2009	112L

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief Physician II, MD M8 Non-Represented	Chief Physician III, MD M9 Non-Represented
95	Health Facilities Evaluator I 87B Represented	Health Facilities Evaluator, Nursing N21 Represented
18	Health Facilities Evaluator II 89B Represented	Senior Health Facilities Evaluator, Nursing N21 Represented
9	Health Facilities Evaluator III 92A Represented	Supervising Health Facilities Evaluator, Nursing N21 Represented

The Chief Physician II, MD reports to the Director, Public Health, and serves as the director's chief medical advisor and as the Medical Director for the Department of Public Health. It is currently assigned to the Medical Director/Quality Assurance Division where it directs the administration, planning, coordination, and evaluation of the Division comprised of the following sections: Quality Assurance & Performance Management, Public Health Investigation Administration, Organizational Development and Training, Public Health Education Administration, Public Health Nursing, Public Health Dental Program, and Public Health Physician Administration. The position also provides medical oversight and consultation to physician managers concerning medical policy, standards of medical care, and implementation of changes in Federal, State and local laws, ordinance, and regulations affecting Public Health programs. In consideration of the aforementioned responsibilities and the fact that this position is the highest level medical/physician executive manager in the department, it meets the allocation standards for Chief Physician III, MD, a class which may have immediate responsibility for directing a major segment of Public Health Programs. Therefore, we recommend upward reclassification to Chief Physician III, MD.

The Health Facilities Evaluator I positions are responsible for surveying, investigating, and inspecting hospitals, skilled nursing facilities, and related health care facilities to enforce Federal, State, and local licensing and certification requirements relating to the quality of medical care provided to patients. Since the evaluations involve assessing the quality of medical care provided to patients, the positions require training and experience possessed by a certified Registered Nurse. Therefore, an upward reclassification of these positions to Health Facilities Evaluator, Nursing is recommended.

The Health Facilities Evaluator II positions assist in supervising a district office or a specialized unit by performing lead enforcement and administrative functions to enforce the quality of total patient care in accordance with Federal, State, and local licensing and certification laws. Since these positions function as lead and perform reviews of surveys and investigations involving the assessment of the quality of medical care provided to patients, the positions require training and experience possessed by a certified Registered Nurse. Therefore, an upward reclassification of these positions to Senior Health Facilities Evaluator, Nursing is recommended.

The Health Facilities Evaluator III positions provide the first level of full technical and administrative supervision to nurse evaluator staff responsible for surveying health care facilities, and enforcing licensing and certification standards in accordance with Federal, State, and local licensing and certification laws. Since these positions supervise and perform reviews of surveys and investigations involving the assessment of the quality of medical care provided to patients, the positions require training and experience possessed by a certified Registered Nurse. Therefore, an upward reclassification of these positions to Supervising Health Facilities Evaluator, Nursing is recommended.

ATTACHMENT C

RECOMMENDED RECLASSIFICATIONS FOR NEW RESPIRATORY CARE PRACTITIONER SERIES DEPARTMENT OF HEALTH SERVICES (All positions are "A" items unless otherwise indicated)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Coastal Cluster (Harbor-UCLA)	4	Respiratory Care Practitioner I (78G)	4	Respiratory Care Practitioner (80L)
	1	Respiratory Care Practitioner I (78G)	6	Lead Respiratory Care Practitioner (85L)
	5	Respiratory Care Practitioner II (81F)		
	27	Respiratory Care Practitioner I (78G)	27	Senior Respiratory Care Practitioner (83L)
	1	Respiratory Care Practitioner I (78G)	1	Head Respiratory Care Practitioner (92L)*
Northeast Cluster (LAC+USC): Adult	3	Respiratory Care Practitioner I (78G)	3	Respiratory Care Practitioner (80L)
	6	Respiratory Care Practitioner II (81F)	6	Lead Respiratory Care Practitioner (85L)
	30	Respiratory Care Practitioner I (78G)	41	Senior Respiratory Care Practitioner (83L)
	11	Respiratory Care Practitioner II (81F)		
Northeast Cluster (LAC+USC): NICU	1	Respiratory Care Practitioner I (78G)	5	Lead Respiratory Care Practitioner (85L)
	4	Respiratory Care Practitioner II (81F)		
	16	Respiratory Care Practitioner I (78G)	16	Senior Respiratory Care Practitioner (83L)
Northeast Cluster (LAC+USC): PICU	1	Respiratory Care Practitioner I (78G)	3	Lead Respiratory Care Practitioner (85L)
	2	Supervising Respiratory Care Practitioner (85F)		
	12	Respiratory Care Practitioner I (78G)	12	Senior Respiratory Care Practitioner (83L)

*MOU amendment pending

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Rancho Los Amigos National Rehab Center	16	Respiratory Care Practitioner I (78G)	16	Respiratory Care Practitioner (80L)
	2	Respiratory Care Practitioner II (81F)	3	Lead Respiratory Care Practitioner (85L)
	1	Supervising Respiratory Care Practitioner (85F)		
San Fernando Valley Cluster: Olive View Medical Center	1	Respiratory Care Practitioner I (78G)	4	Lead Respiratory Care Practitioner (85L)
	3	Respiratory Care Practitioner II (81F)		
	15	Respiratory Care Practitioner I (78G)	20	Senior Respiratory Care Practitioner "A" (83L)
	1	Respiratory Care Practitioner I (78G) "F"	1	Senior Respiratory Care Practitioner "F" (83L)
	5	Respiratory Care Practitioner II (81F)		
	3	Respiratory Care Practitioner II (81F)	3	Supervising Respiratory Care Practitioner (89L)*
San Fernando Valley Cluster: High Desert Hospital	1	Supervising Respiratory Care Practitioner (85F)	1	Head Respiratory Care Practitioner (92L)*
	7	Respiratory Care Practitioner I (78G)	8	Respiratory Care Practitioner "A" (80L)
	1	Respiratory Care Practitioner I (78G) "F"	1	Respiratory Care Practitioner "F" (80L)
Southwest Cluster (King Drew Medical Center)	1	Respiratory Care Practitioner II (81F)		
	2	Respiratory Care Practitioner I (78G)	2	Respiratory Care Practitioner (80L)
	4	Respiratory Care Practitioner I (78G)	4	Lead Respiratory Care Practitioner (85L)
	18	Respiratory Care Practitioner I (78G)	24	Senior Respiratory Care Practitioner (83L)
	6	Respiratory Care Practitioner II (81F)		
Total	1	Respiratory Care Practitioner II (81F)	1	Head Respiratory Care Practitioner (92L)*
	212			

*MOU amendment pending